



STATE OF INDIANA
OFFICE OF THE GOVERNOR
State House, Second Floor
Indianapolis, Indiana 46204

Mitchell E. Daniels, Jr.
Governor

TO: ALL APPOINTING AUTHORITIES

The following is a list of the 2007 state holidays and the dates on which they will be observed:

New Year's Day	Monday	January 1, 2007
Martin Luther King, Jr. Day	Monday	January 15, 2007
Good Friday	Friday	April 6, 2007
Primary Election Day	Tuesday	May 8, 2007
Memorial Day	Monday	May 28, 2007
Independence Day	Wednesday	July 4, 2007
Labor Day	Monday	September 3, 2007
Columbus Day	Monday	October 8, 2007
General Election Day	Tuesday	November 6, 2007
Veterans' Day	Sunday	November 11, 2007*
	Monday	November 12, 2007**
Thanksgiving Day	Thursday	November 22, 2007
Lincoln's Birthday	Friday	November 23, 2007
Christmas Day	Tuesday	December 25, 2007
Washington's Birthday	Monday	December 24, 2007

*Operations regularly scheduled on Sunday.

**Operations regularly scheduled Monday – Friday.

All full-time, part-time, and hourly employees occupying permanent positions must be compensated for all holidays listed above. To be eligible for compensation, the employee must be in pay status during the week in which the holiday is observed. Employees are not compensated for holidays which are observed prior to the first workday of employment or for holidays which are observed after their last workday of employment. Full-time, part-time, or hourly employees occupying permanent positions who are not scheduled to work on the dates listed above, and who do not work, shall receive holiday pay equal to one-tenth of their base biweekly salary or may elect to be credited with compensatory time off, subject to the approval of the state. Employees occupying permanent full-time, part-time, or hourly positions, who do work on the holiday are entitled to payment for the hours worked and to the option of either payment equal to one-tenth of their base biweekly salary or compensatory time off for the holiday at the employee's discretion. Intermittent and temporary employees shall not receive holiday pay. Intermittent and temporary employees who work on a date indicated above will be paid for the hours worked.

PLEASE DISTRIBUTE A COPY OF THIS MEMORANDUM TO ALL YOUR
EMPLOYEES.

Mitch Daniels